Connecticut
Paid Leave

File Specification Toolkit

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> Purpose of This Guide

This is a technical guide to provide file specification information necessary to create Enrollment, Return, Amended Return and NACHA files to be submitted to the CT Paid Leave (CTPL) Authority through batch processing.

> **Important**
> Successful file processing is dependent on files adhering to the strict file specifications as outlined in this guide.

For information on the process to remit using the CT Paid Leave batch process, visit the CT Paid Leave website at www.ctpaidleave.org/remit-contributions/batch-process.

> What's New

Maximum file size guidelines have been updated from 8MB to 5MB. If you have a large volume of files, upload them onto the SFTP server in smaller batches and wait until they complete processing before uploading your next batch of files.

Maximum count of 7,500 employer records to include in a single Return or Amended Return File. If you have more than 7,500 client employers to report for, then divide them into multiple files.

Employee level records are no longer needed on Return or Amended Return files. While the file specifications have been updated to show the structure without Employee records, we still accept the previous file structure that included Employee records. Eliminating Employee records is the easiest way to reduce file sizes to meet the new maximum file size of 5MB.

Clarification that the StateTaxId field on Enrollment files and the State Taxpayer ID on Return and Amended Return files are looking for the same information. The following is the new definition:

> State Taxpayer ID should reflect the identifier under which the employer files state taxes with DRS. If you are a PEO/Common Paymaster who currently files tax returns and reports employee wages on behalf of one or more client employers, you are expected to use the registration number(s) (FEIN) of your clients just as you do when reporting to CT DOL.
>
> For a business or household employer, it is most often the State Employer Identification Number (EIN).
>
> For a sole proprietor, it may be an SSN or an ITIN (Individual Taxpayer Identification Number).

> CTPL File Naming Conventions

Each file submitted to the CT Paid Leave Authority is expected to adhere to the following naming pattern. The pattern consists of a series of informational nodes, with each node separated by an underscore. The nodes enable understanding the expected file contents immediately, and the consistency of node sequences allow the files to stay organized within a normal folder structure. Additionally, automated processes depend on the file names, so an inconsistently named file will not be processed.

Table 1 – File Naming Pattern

Node Content	Value	Sample
Unique prefix for CT Paid Leave	CTPL	CTPL
Three-character mnemonic for filetype	See Table 2	ENR
Nine-character unformatted FEIN	Preparer FEIN, typically the FEIN of the third-party administrator.	426092234
Two-character revision indicator	For original files, this value is 00. Increment this value for revisions or resubmissions.	00
Timestamp, unformatted. If a revision, use the original version timestamp.	yyyymmddhhmmss	20210112152238
Period as the separator between filename and filetype	Standard File Naming Convention	.
Standard filetype suffix	xml, csv	xml

Table 2 – Defined File types

File Type	Mnemonic
Enrollment	ENR
Return	RTN
Amended Return	ART
Acknowledgment	ACK
Payment Invoice	INV

Example filename of **CTPL_ RTN_426092234_00_20210112152238.xml**, using sample values from Table 1, indicates this is an XML Return file sent to CT Paid Leave by FEIN 42-6092234 on 01/12/2021 @ 3:22:38 PM.

Important

Files not named according to the file name pattern cannot be processed.

Naming Convention for Test Files

As a convenience to businesses and employers testing connectivity and file formats, the Authority has enabled a feature to allow files to be processed and validated without updating the backend system. Any file ending in _test or _TEST will execute validation steps ONLY and will produce an acknowledgement (.ack) file per the typical flow but will NOT persist values.

Example:

Rename **CTPL_ RTN_426092234_00_20210112152238.xml** to
CTPL_ RTN_426092234_00_20210112152238_TEST.xml

Upload test files to ensure connectivity and that the file matches specifications:

- All test files should be remitted with one of the following file endings:
    - _test.xml
    - _TEST.xml
    - _test.csv
    - _TEST.csv
- Test files may be resubmitted as often as needed.
- Test files run in validation, but no data is processed into the CT Paid Leave systems.

BEST PRACTICE Upload test files until you receive no errors in the .ack file

> Enrollment File

Enrollment files are only necessary for third-party administrators (TPAs) using batch processing. They provide key information to CT Paid Leave about which client employers a TPA will be remitting on behalf of.

Enrollment file questions

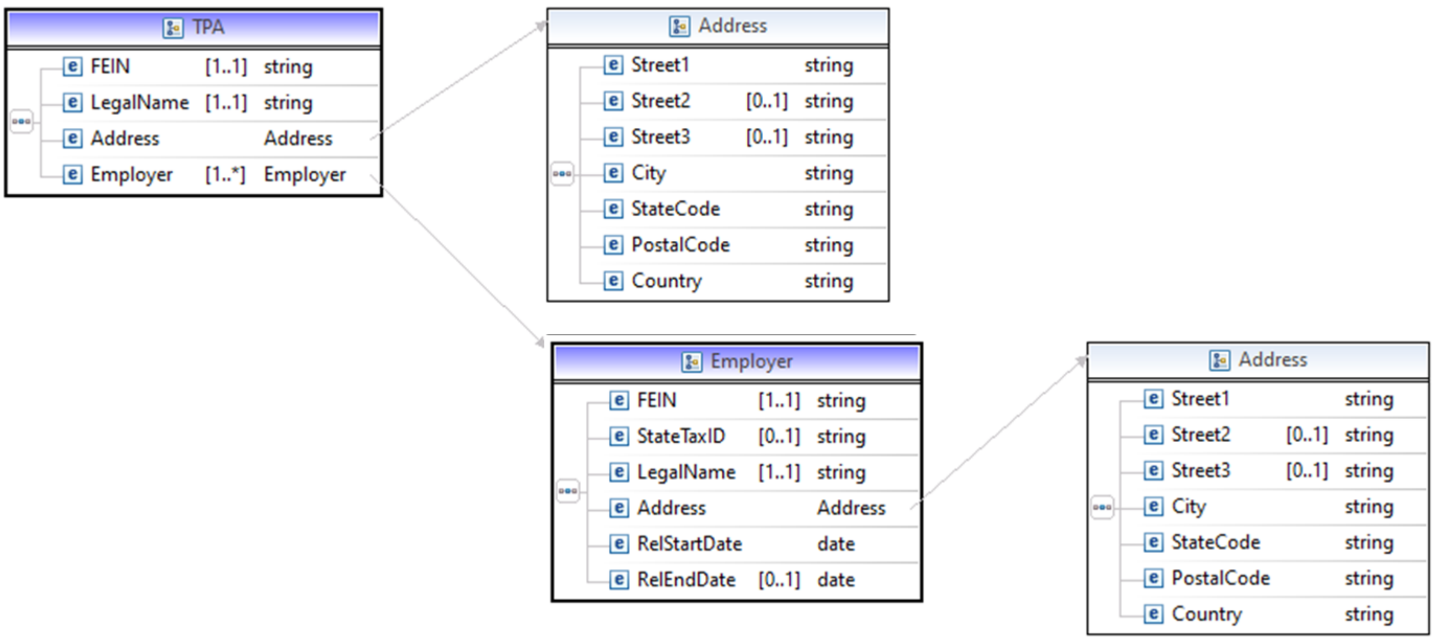
Submit a contact us inquiry from https://ctpaidleave.org/contactus and select "File Specification Questions" as the contact reason.

- **File Size:** Enrollment files must be less than 5 MB.
- **Batches of Files:** If you have a large volume of files, upload them onto the SFTP server in smaller batches and wait until they complete processing before uploading your next batch of files.
- Employer nodes will repeat for each employer included in the enrollment file
- For active relationships, no ending date (RelEndDate) should be supplied.
- Following upload and processing of the Enrollment file, an acknowledgement file will be placed in your outbound SFTP folder verifying the success of the submission, or in the case of an unsuccessful submission, error reasons will be provided.

While the preferred format for Enrollment files is XML, an alternate CSV format can be used by TPAs who are unable to produce XML. See section CSV Format: Enrollment File for more information.

Enrollment Schema Graphic View

Enrollment Version 2.2



XML Format: Enrollment File

Enrollment Schema XML Text View

```xml
<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema" targetNamespace="http://www.example.org/Enrollment"
xmlns:tns="http://www.example.org/Enrollment" elementFormDefault="qualified">

  <complexType name="TPA">
    <annotation>
     <documentation>Version 2.2  - 02/10/2021 </documentation>
    </annotation>
    <sequence>
     <element name="FEIN" type="string" maxOccurs="1" minOccurs="1">
       <annotation>
         <documentation>The Federal Employer Identification Number assigned to the TPA company.</documentation>
       </annotation></element>
     <element name="LegalName" type="string" maxOccurs="1" minOccurs="1">
       <annotation>
         <documentation>The Registered Legal Name of the TPA Company </documentation>
       </annotation></element>
     <element name="Address" type="tns:Address">
       <annotation>
         <documentation>The Location of the TPA Company.</documentation>
       </annotation></element>
     <element name="Employer" type="tns:Employer" maxOccurs="unbounded" minOccurs="1"></element>
   </sequence>
  </complexType>

  <complexType name="Address">
     <sequence>
       <element name="Street1" type="string"></element>
       <element name="Street2" type="string" maxOccurs="1" minOccurs="0"></element>
       <element name="Street3" type="string" maxOccurs="1" minOccurs="0"></element>
       <element name="City" type="string"></element>
       <element name="StateCode" type="string"></element>
       <element name="PostalCode" type="string"></element>
       <element name="Country" type="string"></element>
     </sequence>
  </complexType>

  <complexType name="Employer">
   <sequence>
     <element name="FEIN" type="string" maxOccurs="1" minOccurs="1">
       <annotation>
         <documentation>The Federal Employer Identification number assigned to the Client Company</documentation>
       </annotation></element>
     <element name="StateTaxID" type="string" maxOccurs="1" minOccurs="0">
       <annotation>
         <documentation>State Taxpayer ID should reflect the identifier under which the employer files state taxes with DRS. If you
            are a PEO/Common Paymaster who currently files tax returns and reports employee wages on behalf of one or more
            client employers, you are expected to use the registration number(s) (FEIN) of your clients just as you do when
            reporting to CT DOL.
            For a business or household employer, it is most often the State Employer Identification Number (EIN).
            For a sole proprietor, it may be an SSN or an ITIN (Individual Taxpayer Identification Number).</documentation>
       </annotation></element>
```

```
      <element name="LegalName" type="string" maxOccurs="1" minOccurs="1">
        <annotation>
          <documentation>The Registered Legal Name of the Client Company </documentation>
        </annotation></element>
      <element name="Address" type="tns:Address">
        <annotation>
          <documentation>The Location of the Client Company.</documentation>
        </annotation></element>
      <element name="RelStartDate" type="date">
        <annotation>
          <documentation>Starting Date of the Relationship between a TPA and a given Employer</documentation>
        </annotation></element>
      <element name="RelEndDate" type="date" maxOccurs="1" minOccurs="0">
        <annotation>
          <documentation>Ending Date of the Relationship between a TPA and a given Employer.
                  Will be null for active relationships.</documentation>
        </annotation></element>
    </sequence>
   </complexType>

   <element name="TPA" type="tns:TPA"></element>
</schema>
```

Sample XML File

CTPL_ENR_3943133
28_00_20210401000(

Sample XML Template

```
<?xml version="1.0" encoding="UTF-8"?>
<tns:TPA xmlns:tns="http://www.example.org/Enrollment" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance"
xsi:schemaLocation="http://www.example.org/Enrollment Enrollment.xsd ">
    <tns:FEIN>39-4313328</tns:FEIN>
    <tns:LegalName>Third Party Administrator Business Name</tns:LegalName>
    <tns:Address>
        <tns:Street1>Your Street Address</tns:Street1>
        <tns:Street2>Optional Address Info</tns:Street2>
        <tns:Street3>Optional Address Info</tns:Street3>
        <tns:City>Your City</tns:City>
        <tns:StateCode>CT</tns:StateCode>
        <tns:PostalCode>06016</tns:PostalCode>
        <tns:Country>USA</tns:Country>
    </tns:Address>
    <tns:Employer>
        <tns:FEIN>55-5136907</tns:FEIN>
        <tns:StateTaxID>876543200</tns:StateTaxID>
        <tns:LegalName>Client Employer's Name</tns:LegalName>
        <tns:Address>
            <tns:Street1>Their Street Address</tns:Street1>
            <tns:Street2>Optional Address Info</tns:Street2>
            <tns:Street3>Optional Address Info</tns:Street3>
            <tns:City>Their City</tns:City>
            <tns:StateCode>CT</tns:StateCode>
```

NOTE
Employer nodes will repeat as many times as needed.

```xml
                <tns:PostalCode>06111</tns:PostalCode>
                <tns:Country>USA</tns:Country>
            </tns:Address>
            <tns:RelStartDate>2021-01-01</tns:RelStartDate>
            <tns:RelEndDate></tns:RelEndDate>
        </tns:Employer>
    </tns:TPA>
```

CSV Format: Enrollment File

File Layout

Adhere to the following when creating CSV files:

1. The Enrollment file must contain a header record with each named field separated from the next by a comma.
2. Strings containing commas must be enclosed in double quotes. All other strings may optionally be enclosed in double quotes.
3. For each record in the file, the first nine fields must be the same (TPA information in orange background).
4. The record count will equal to the number of Client Employers
5. EmplyrRelEndDate will only have a value when ending a relationship with the specified Employer.

The record layout below is shown vertically rather than horizontally for ease of readability.

Header	Sample Value	Datatype
TPAFEIN	39-4313328	string
TPALegalName	Third Party Administrator's Name	string
TPAStreet1	Your Street Address	string
TPAStreet2	Optional Address Info	string
TPAStreet3	Optional Address Info	string
TPACity	Your City	string
TPAStateCode	CT	string
TPAPostalCode	06016	string
TPACountry	USA	string
EmplyrFEIN	55-5136907	string
EmplyrStateTaxID	876543200	string
EmplyrLegalName	Client Company	string
EmplyrStreet1	Their Street Address	string
EmplyrStreet2	Optional Address Info	string
EmplyrStreet3	Optional Address Info	string
EmplyrCity	Their City	string
EmplyrStateCode	CT	string
EmplyrPostalCode	06111	string
EmplyrCountry	USA	string
EmplyrRelStartDate	2019-10-01	date
EmplyrRelEndDate		date

Sample CSV File

CTPL_ENR_394313328
_00_20240401000001.

> Return File

CT Paid Leave accepts batch return files in two file formats: XML or CSV. Both file formats contain the same information.

- **File Size:** Return files must be less than 5 MB.
- **Batches of Files:** If you have a large volume of files, upload them onto the SFTP server in smaller batches and wait until they complete processing before uploading your next batch of files.

Return file questions

Submit a contact us inquiry from https://ctpaidleave.org/contactus and select "File Specification Questions" as the contact reason.

- Numeric amount fields on the return file do not contain commas between hundreds and thousands. The acceptable format is 999999.99 or similar. The format 999,999.99 will result in your return not being processed.
- Each return must be attributed to a quarter and should not span multiple quarters.

Important

Employee level records are no longer needed on Return or Amended Return files. While the file specifications have been updated to show the structure without Employee records, we still accept the previous file structure that included Employee records. Eliminating Employee records is the easiest way to reduce file sizes to meet the new maximum file size of 5MB.

Return Schema Graphic View

Return		
DocumentCount		int
AmendedReturn		boolean
TaxPeriodStartDate		date
TaxPeriodEndDate		date
PreparerLegalName		string
PreparerFEIN	[1..1]	string
SettlementDate		dateTime
TotalContributionsDue		double
Employer	[1..*]	EmployerInfo

EmployerInfo		
FEIN	[1..1]	string
EmployerLegalName		string
TaxPayerID	[0..1]	string
IndividualName	[0..1]	string
FName	[0..1]	string
MName	[0..1]	string
LName	[0..1]	string
BusAdrStreet1	[0..1]	string
BusAdrStreet2	[0..1]	string
BusAdrStreet3	[0..1]	string
BusAdrCity	[0..1]	string
BusAdrStateCode	[0..1]	string
BusAdrPostalCode	[0..1]	string
BusAdrCountry	[0..1]	string
FrgnAdrStreet1	[0..1]	string
FrgnAdrStreet2	[0..1]	string
FrgnAdrStreet3	[0..1]	string
FrgnAdrCity	[0..1]	string
FrgnAdrStateCode	[0..1]	string
FrgnAdrPostalCode	[0..1]	string
FrgnAdrCountry	[0..1]	string
TotalWagesThisPeriod		double
TotalContributionsDue		double
ReportingQuarter		int
ReportingYear		int
FullQuarter		boolean
CTEmployeeCount		int
CTGrossWages		double
CTGrossWagesEmployeeCount		int
PaymentAmountTotal		double
IsFinalReturn		boolean
PayCycle		string

XML Format – Return File

Return Schema XML Text View

```xml
<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema"
    targetNamespace="http://www.example.org/Return"
    xmlns:tns="http://www.example.org/Return"
    elementFormDefault="qualified">

      <complexType name="Return">
       <annotation>
         <documentation>
           This is the Return filed by either a third-party administrator or payroll provider on behalf of one or more client employers,
           or an employer filing on behalf of themselves. Each employer on the return will have one or more employees.
           Version 2.5 - 03/20/2024
         </documentation>
       </annotation>
      <sequence>
       <element name="DocumentCount" type="int">
         <annotation>
           <documentation>
             Total number of employers referenced in this return.
           </documentation>
         </annotation></element>
       <element name="AmendedReturn" type="boolean">
         <annotation>
           <documentation>
             The value must be False for return files.
           </documentation>
         </annotation></element>
       <element name="TaxPeriodStartDate" type="date"></element>
       <element name="TaxPeriodEndDate" type="date"></element>
       <element name="PreparerLegalName" type="string">
         <annotation>
           <documentation>
             The legal name of the business creating and submitting this return file on behalf of the business
             which owes the contribution.
           </documentation>
         </annotation></element>
       <element name="PreparerFEIN" type="string" maxOccurs="1" minOccurs="1">
         <annotation>
           <documentation>
             The Federal EIN for business creating and submitting this return file on behalf of the business
             which owes the contribution.
           </documentation>
         </annotation></element>
       <element name="SettlementDate" type="dateTime">
         <annotation>
           <documentation>
             The date and time this return was submitted. Must be unique from any other return file
             submitted by the same preparer.
           </documentation>
         </annotation></element>
       <element name="TotalContributionsDue" type="double">
         <annotation>
```

```xml
        <documentation>
          The calculated payment amount owed for all employers referenced in this return for their CTPL obligation
        </documentation>
      </annotation></element>
    <element name="Employer" type="tns:EmployerInfo" maxOccurs="unbounded" minOccurs="1"></element>
   </sequence>
  </complexType>

  <element name="Return" type="tns:Return"></element>

  <complexType name="EmployerInfo">
    <annotation>
        <documentation>These are Employer Level Attributes</documentation>
      </annotation>
   <sequence>
    <element name="FEIN" type="string" minOccurs="1" maxOccurs="1">
      <annotation>
        <documentation>
          Federal Employer Identification Number (FEIN) assigned to the employer.
        </documentation>
      </annotation></element>
    <element name="EmployerLegalName" type="string"></element>
    <element name="TaxPayerID" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>
           State Taxpayer ID should reflect the identifier under which the employer files state taxes with DRS. If you are a
           PEO/Common Paymaster who currently files tax returns and reports employee wages on behalf of one or more client
           employers, you are expected to use the registration number(s) (FEIN) of your clients just as you do when reporting to
           CT DOL.
           For a business or household employer, it is most often the State Employer Identification Number (EIN).
           For a sole proprietor, it may be an SSN or an ITIN (Individual Taxpayer Identification Number).
        </documentation>
      </annotation></element>
    <element name="IndividualName" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Sole Proprietor Name</documentation>
      </annotation></element>
    <element name="FName" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Sole Proprietor First Name</documentation>
      </annotation></element>
    <element name="MName" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Sole Proprietor Middle Name</documentation>
      </annotation></element>
    <element name="LName" type="string" maxOccurs="1" minOccurs="0">
      <annotation>
        <documentation>Sole Proprietor Last Name</documentation>
      </annotation></element>
    <element name="BusAdrStreet1" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrStreet2" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrStreet3" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrCity" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrStateCode" type="string" maxOccurs="1" minOccurs="0"></element>
    <element name="BusAdrPostalCode" type="string" maxOccurs="1" minOccurs="0"></element>
```

```
<element name="BusAdrCountry" type="string" maxOccurs="1" minOccurs="0"></element>
<element name="FrgnAdrStreet1" type="string" maxOccurs="1" minOccurs="0"></element>
<element name="FrgnAdrStreet2" type="string" maxOccurs="1" minOccurs="0"></element>
<element name="FrgnAdrStreet3" type="string" maxOccurs="1" minOccurs="0"></element>
<element name="FrgnAdrCity" type="string" maxOccurs="1" minOccurs="0"></element>
<element name="FrgnAdrStateCode" type="string" maxOccurs="1" minOccurs="0"></element>
<element name="FrgnAdrPostalCode" type="string" maxOccurs="1" minOccurs="0"></element>
<element name="FrgnAdrCountry" type="string" maxOccurs="1" minOccurs="0"></element>
<element name="TotalWagesThisPeriod" type="double">
  <annotation>
    <documentation>
      "Total wages" means an employee's salary or hourly wages, vacation pay, holiday pay, tips, commissions, severance pay,
      etc. including the cash value of any “in-kind” payments. For employees subject to FICA, employers should exclude from
      the employees' wages any benefits that are excluded for the purposes of calculating the employee's FICA taxable wage.
      For all employees--both those subject to FICA and those not subject to FICA, the wages subject to contributions are
      capped at the Social Security benefit and contribution base, meaning that no contributions shall be deducted from any
      wages earned in excess of that amount.
  </documentation>
</annotation></element>
<element name="TotalContributionsDue" type="double">
  <annotation>
    <documentation>
      The calculated amount owed for this Employer's CTPL obligation. The contribution rate of one-half of one
      percent (0.5%) applies to an employee’s total wages, up to the Social Security contribution and benefit base.
    </documentation>
  </annotation></element>
<element name="ReportingQuarter" type="int">
  <annotation>
    <documentation>
      The quarter this return should be attributed to.
      Possible values are 1, 2, 3, 4
    </documentation>
  </annotation></element>
<element name="ReportingYear" type="int">
  <annotation>
    <documentation>
      The year this return should be attributed to i.e. 2024
    </documentation>
  </annotation></element>
<element name="FullQuarter" type="boolean">
  <annotation>
    <documentation>
      Set value to TRUE if this return represents the full quarter identified by the ReportingQuarter and ReportingYear values.
    </documentation>
  </annotation></element>
<element name="CTEmployeeCount" type="int">
  <annotation>
    <documentation>
      Count of CT Employees who are included in the TotalContributionsDue provided for this return. Regardless of what you
      tell DOL for Unemployment, we are asking for the count of CT Employees who are contributing to CTPL. We
      acknowledge that the count you provide may be different than the count provided to DOL.
    </documentation>
  </annotation></element>
<element name="CTGrossWages" type="double">
  <annotation>
```

```
        <documentation>
          If you are a “contributing employer” for purposes of the CT Unemployment Insurance program, provide the number you
          listed on line 1 of Connecticut Department of Labor’s Form Conn UC-2, the Employee Quarterly Earnings Report.

          If you are not a contributing employer, provide the number you listed in section 1, line 2 of the Connecticut Department
          of Revenue Services’ Form CT-941, the Connecticut Quarterly Reconciliation of Withholding.
        </documentation>
      </annotation></element>
    <element name="CTGrossWagesEmployeeCount" type="int">
      <annotation>
        <documentation>
          The count of CT Employees who are included in the CTGrossWages provided for this return. Regardless of what you tell
          DOL for Unemployment, we are asking for the number of CT Employees who are contributing to CTPL.
          We acknowledge that the count you provide may be different than the count provided to DOL.
        </documentation>
      </annotation></element>
    <element name="PaymentAmountTotal" type="double">
      <annotation>
        <documentation>
          The expected payment for this Invoice. On a full payment,
          TotalContributionsDue = PaymentAmountTotal.
          If no payment is expected, the expected value is $0.00.
        </documentation>
      </annotation></element>
    <element name="IsFinalReturn" type="boolean">
      <annotation>
        <documentation>
          Set value to TRUE if this is the final return for this Employer because they have ceased operations.
        </documentation>
      </annotation></element>
    <element name="PayCycle" type="string">
      <annotation>
        <documentation>
          How often Payroll occurs. Values: Weekly, BiWeekly, Semi-monthly, Monthly, Multiple Pay Cycles, Other
        </documentation>
      </annotation></element>
  </sequence>
 </complexType>
</schema>
```

Sample XML File

CTPL_RTN_8773927
92_00_20210401000

Sample XML Template

```xml
<?xml version="1.0" encoding="UTF-8"?>
<tns:Return xmlns:tns="http://www.example.org/Return" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.example.org/Return Return.xsd ">
  <tns:DocumentCount>1</tns:DocumentCount>
  <tns:AmendedReturn>false</tns:AmendedReturn>
  <tns:TaxPeriodStartDate>2021-04-01</tns:TaxPeriodStartDate>
  <tns:TaxPeriodEndDate>2021-06-30</tns:TaxPeriodEndDate>
  <tns:PreparerLegalName>WePay Co.</tns:PreparerLegalName>
  <tns:PreparerFEIN>87-7392792</tns:PreparerFEIN>
  <tns:SettlementDate>2001-12-31T12:00:00</tns:SettlementDate>
  <tns:TotalContributionsDue>72.65</tns:TotalContributionsDue>
  <tns:Employer>
    <tns:FEIN>98-7654321</tns:FEIN>
    <tns:EmployerLegalName>WePay Co.</tns:EmployerLegalName>
    <tns:TaxPayerID>tns:TaxPayerID</tns:TaxPayerID>
    <tns:IndividualName>tns:IndividualName</tns:IndividualName>
    <tns:FName>tns:FName</tns:FName>
    <tns:MName>tns:MName</tns:MName>
    <tns:LName>tns:LName</tns:LName>
    <tns:BusAdrStreet1>436 Oak Street</tns:BusAdrStreet1>
    <tns:BusAdrStreet2>tns:BusAdrStreet2</tns:BusAdrStreet2>
    <tns:BusAdrStreet3>tns:BusAdrStreet3</tns:BusAdrStreet3>
    <tns:BusAdrCity>Putnam</tns:BusAdrCity>
    <tns:BusAdrStateCode>CT</tns:BusAdrStateCode>
    <tns:BusAdrPostalCode>06260</tns:BusAdrPostalCode>
    <tns:BusAdrCountry>USA</tns:BusAdrCountry>
    <tns:FrgnAdrStreet1>tns:FrgnAdrStreet1</tns:FrgnAdrStreet1>
    <tns:FrgnAdrStreet2>tns:FrgnAdrStreet2</tns:FrgnAdrStreet2>
    <tns:FrgnAdrStreet3>tns:FrgnAdrStreet3</tns:FrgnAdrStreet3>
    <tns:FrgnAdrCity>tns:FrgnAdrCity</tns:FrgnAdrCity>
    <tns:FrgnAdrStateCode>tns:FrgnAdrStateCode</tns:FrgnAdrStateCode>
    <tns:FrgnAdrPostalCode>tns:FrgnAdrPostalCode</tns:FrgnAdrPostalCode>
    <tns:FrgnAdrCountry>tns:FrgnAdrCountry</tns:FrgnAdrCountry>
    <tns:TotalWagesThisPeriod>14530.65</tns:TotalWagesThisPeriod>
    <tns:TotalContributionsDue>72.65</tns:TotalContributionsDue>
    <tns:ReportingQuarter>2</tns:ReportingQuarter>
    <tns:ReportingYear>2021</tns:ReportingYear>
    <tns:FullQuarter>true</tns:FullQuarter>
    <tns:CTEmployeeCount>5</tns:CTEmployeeCount>
    <tns:CTGrossWages>17786.88</tns:CTGrossWages>
    <tns:CTGrossWagesEmployeeCount>5</tns:CTGrossWagesEmployeeCount>
    <tns:PaymentAmountTotal>62.75</tns:PaymentAmountTotal>
    <tns:IsFinalReturn>false</tns:IsFinalReturn>
    <tns:PayCycle>Bi-Weekly</tns:PayCycle>
  </tns:Employer>
</tns:Return>
```

NOTE
Employer nodes will repeat as many times as needed.

CSV Format – Return File

While the preferred format for return files is XML, this alternate CSV format can be used by third-party administrators and employers unable to produce XML return files.

File Layout

1. The return file must contain a header record with each named field separated from the next by a comma.
2. Strings containing commas must be enclosed in double quotes. All other strings may optionally be enclosed in double quotes.
3. For each record in the return, the first eight fields must be the same (orange background).

Notes about the record layout shown below:

1. The record layout is shown vertically rather than horizontally for ease of readability.
2. The record layout contains some fields that are not currently being used or are optional. In the sample data, these fields are blank.

Header	Sample Value	Datatype
DocumentCount	123	integer
AmendedReturn	FALSE	boolean
TaxPeriodStartDate	2021-01-01	date
TaxPeriodEndDate	2021-03-31	date
PreparerLegalName	WePay Co	string
PreparerFEIN	87-7392792	string
SettlementDate	2021-04-01T10:00:00	datetime
ReturnTotalContributionsDue	193079.93	currency
EmployerFEIN	02-4531754	string
EmployerLegalName	WePay Co	string
EmployerTaxPayerID		string
IndividualName		string
FName		string
MName		string
LName		string
BusAdrStreet1	436 OAK	string
BusAdrStreet2		string
BusAdrStreet3		string
BusAdrCity	Putnam	string
BusAdrStateCode	CT	string
BusAdrPostalCode	06260	string
BusAdrCountry	USA	string
FrgnAdrStreet1		string
FrgnAdrStreet2		string
FrgnAdrStreet3		string
FrgnAdrCity		string

Header	Sample Value	Datatype
FrgnAdrStateCode		string
FrgnAdrPostalCode		string
FrgnAdrCountry		string
TotalWagesThisPeriod	129974.96	currency
TotalContributionsDue	649.87	currency
ReportingQuarter	1	integer
ReportingYear	2022	string
FullQuarter	TRUE	Boolean
CTEmployeeCount	123	integer
CTGrossWages	129974.96	currency
CTGrossWagesEmployeeCount	123	Integer
PaymentAmountTotal	649.87	currency
IsFinalReturn	FALSE	string
PayCycle	Bi-Weekly	string

Sample CSV File

CTPL_RTN_8773927
92_00_20210401000(

> Acknowledgment Files

An acknowledgment file is uploaded to the Outbound folder for every Enrollment, Return and Amended Return file processed. It is used to communicate status of the submitted file after processing and communicate any processing warnings or errors encountered.

Employer Tag

- If you receive an ACK file where an error is located in the <tns:Employer></tns:Employer> tag, the file was accepted, but the amended return for this employer could not be accepted. Please correct the employer information and resubmit a file for just the corrected employers.
- If no error is encountered for a given employer, no employer xml tag will exist in the acknowledgement file.

Acknowledgement Tag

- If you receive an ACK file where an error is located in the <tns:Acknowledgement></tns:Acknowledgement> tag, the entire file has been rejected. Please correct the file and resubmit.
- The ValidEmplyrCount element provides a count of valid employer records that were processed from the file

Error Level Element

- E = If you receive an error, the submission was not accepted and will need to be reviewed before resubmitting.
- W = If you receive a warning, the submission was accepted, but the warning will give you information to resolve to prevent this issue on future amended returns.

Error and warning codes which can be referenced in section Return Error & Warning Codes.

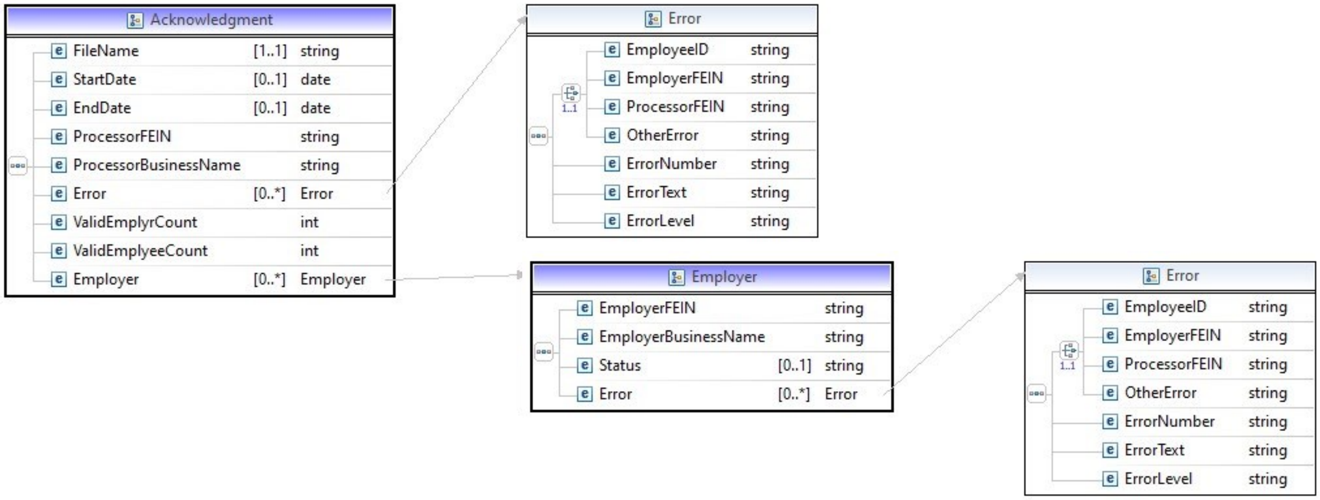
Important

Warnings – Do not resubmit. Please use the information to correct your future files.
If your file had warnings, it included mistakes or was incomplete, but we were able to process the data.

Errors – You will need to correct the errors and resubmit the file.
If your file had errors, we were unable to process the data. A copy of your original file will be uploaded to the outbound folder with the file extension .error appended to the file name.

Schema Graphic View

Acknowledgement Version 0.2.2



Schema XML Text View

```
<?xml version="1.0" encoding="UTF-8"?>
<schema xmlns="http://www.w3.org/2001/XMLSchema" targetNamespace="http://www.example.org/ReturnAck"
xmlns:tns="http://www.example.org/ReturnAck" elementFormDefault="qualified">

<complexType name="Employer">
   <sequence>
     <element name="EmployerFEIN" type="string"></element>
     <element name="EmployerBusinessName" type="string"></element>
     <element name="Status" type="string" minOccurs="0" maxOccurs="1">
       <annotation>
         <documentation>
           The Overall Status of the Employer in regard to processing. A status of "Rejected"
           indicates there were errors associated with this Employer that require addressing.
         </documentation>
       </annotation></element>
     <element name="Error" type="tns:Error" maxOccurs="unbounded" minOccurs="0">
       <annotation>
         <documentation>
           A listing of error messages, including warnings and informational messages encountered during processing.
         </documentation>
       </annotation></element>
   </sequence>
</complexType>

<complexType name="Error">
   <annotation>
     <documentation>
       Within a given Employer, 0 to many error conditions may be detected and logged.
       Procedurally, it is desired to identify all errors within an Employer before rejecting the employer to minimize the number of
       round trips this data needs to take between the payroll processor and the Authority. If any errors are detected within an
       Employer, the Employer is rejected but the remainder of the return file (All accepted Employers) can be processed.
     </documentation>
```

```xml
    </annotation>
    <sequence>
      <choice maxOccurs="1" minOccurs="1">
        <annotation>
          <documentation>The Object this error is associated with.</documentation>
        </annotation>
        <element name="EmployeeID" type="string"></element>
        <element name="EmployerFEIN" type="string"></element>
        <element name="ProcessorFEIN" type="string"></element>
        <element name="OtherError" type="string"></element>
      </choice>
      <element name="ErrorNumber" type="string"></element>
      <element name="ErrorText" type="string"></element>
      <element name="ErrorLevel" type="string"></element>
    </sequence>
</complexType>

<complexType name="Acknowledgment">
    <annotation>
      <documentation>Version 0.2.2  - 03/25/2021</documentation>
    </annotation>
    <sequence>
      <element name="FileName" type="string" minOccurs="1" maxOccurs="1">
        <annotation>
          <documentation>This is the filename of the return file being acknowledged.</documentation>
        </annotation></element>
      <element name="StartDate" type="date" maxOccurs="1" minOccurs="0">
        <annotation>
          <documentation>For Returns, The Start Date of the Reporting Period</documentation>
        </annotation></element>
      <element name="EndDate" type="date" maxOccurs="1" minOccurs="0">
        <annotation>
          <documentation>For Returns, The End Date of the Reporting Period</documentation>
        </annotation></element>
      <element name="ProcessorFEIN" type="string"></element>
      <element name="ProcessorBusinessName" type="string"></element>
      <element name="Error" type="tns:Error" maxOccurs="unbounded" minOccurs="0"></element>
      <element name="ValidEmplyrCount" type="int"></element>
      <element name="ValidEmplyeeCount" type="int"></element>
      <element name="Employer" type="tns:Employer" maxOccurs="unbounded" minOccurs="0"></element>
    </sequence>
</complexType>

<element name="Acknowledgment" type="tns:Acknowledgment"></element>
<element name="ProcessorFEIN" type="string"></element>
</schema>
```

Sample XML – Acknowledgment file showing successful validation


```xml
<?xml version='1.0' encoding='UTF-8'?>
<tns:Acknowledgment xmlns:tns=http://www.example.org/ReturnAck>
  <tns:FileName>CTPL_RTN_999999999_00_20210322134841_test.xml</tns:FileName>
  <tns:StartDate>2021-01-01</tns:StartDate>
  <tns:EndDate>2021-03-31</tns:EndDate>
  <tns:ProcessorFEIN>99-9999999</tns:ProcessorFEIN>
  <tns:ProcessorBusinessName>TPA NAME</tns:ProcessorBusinessName>
  <tns:Error/>
  <tns:ValidEmplyrCount>2</tns:ValidEmplyrCount>
  <tns:Employer/>
</tns:Acknowledgment>
```


Sample XML – Acknowledgment file showing an error


```xml
<?xml version='1.0' encoding='UTF-8'?>
<tns:Acknowledgment xmlns:tns="http://www.example.org/ReturnAck">
  <tns:FileName>CTPL_RTN_987654321_30_20210331092900_test.xml</tns:FileName>
  <tns:StartDate>2021-01-13</tns:StartDate>
  <tns:EndDate>2021-02-12</tns:EndDate>
  <tns:ProcessorFEIN>12-1234567</tns:ProcessorFEIN>
  <tns:ProcessorBusinessName>Castro-Glass</tns:ProcessorBusinessName>
  <tns:Error>
    <tns:ErrorNumber>10010015</tns:ErrorNumber>
    <tns:ErrorText>SettlementDate format is invalid</tns:ErrorText>
    <tns:ErrorLevel>E</tns:ErrorLevel>
  </tns:Error>
  <tns:ValidEmplyrCount>10</tns:ValidEmplyrCount>
  <tns:Employer/>
</tns:Acknowledgment>
```

> ACH Credit Record Specifications

Automated Clearing House (ACH) credit entries must be delivered to the Bank of America (BANK of BofA) in the National Automated Clearing House Association (NACHA) format. The NACHA format is a national standard.

The CT Paid Leave Authority requires the NACHA Header Record 5, Detail Record 6 and Addendum Record 7 to be formatted according to the file specifications in this section.

NACHA specification questions

Submit a contact us inquiry from https://ctpaidleave.org/contactus and select "File Specification Questions" as the contact reason.

Read the field level instructions carefully. Some values in the records will be fixed and are supplied in the "Contents" column of the record layout, while others will vary by submission.

Important

Adhering to the file specifications is necessary for CT Paid Leave contributions to process successfully. Incorrectly formatted contributions will be returned.

Penny Tests

The CT Paid Leave Authority (the Authority) suggests sending a penny test prior to remitting your first contribution, following these steps:

- Format NACHA file according to the specifications provided in the following sections:
  - CCD file specification for third-party administrators
    - NACHA RECORD 5 – Batch Header Record Layout Format
    - NACHA RECORD 6 – Entry Detail Record Layout Format
    - NACHA RECORD 7 – Addenda Record Layout Format
  - CTX file specification for employers
    - NACHA RECORD 5 – Batch Header Record Layout Format
    - NACHA RECORD 6 – Entry Detail Record Layout Format
    - NACHA RECORD 7 – Addenda Record Layout Format
- Include the Authority's banking information in the file, which is:
  - Bank of America Bank Transit Number: 011900254
  - The Authority Bank Account Number: 00000385015954138
- Indicate a penny deposit to the Authority account.
- Follow your normal process for submitting the NACHA file to your banking institution.

- Submit a contact us inquiry using the CT Paid Leave contact us form located at https://ctpaidleave.org/s/contactus. Select "Request Penny Test" as the contact reason. In the body of your inquiry, specify the date you submitted your penny test.
- The Authority will respond to your inquiry through email with confirmation that the penny test was successful, or help with how to resolve the issue that prevented the penny from processing.
- The Authority will issue a refund of the penny test back to the issuing bank account within thirty days.

CCD File Specification for Third-Party Administrators

Third-party administrators remit payment transactions identified as CCD on the Batch Header Record. The following sections outline the file specification for the NACHA Header Record 5, Detail Record 6 and Addendum Record 7.

NACHA RECORD 5 – Batch Header Record Layout Format

FLD	POS	SIZE	CONTENTS	DATA ELEMENT NAME	FIELD INSTRUCTIONS
1	1-1	1	'5'	RECORD TYPE CODE	This entry is always 5.
2	2-4	3	'200'	TRANSACTION CODE	This entry is always 200.
3	5-20	16	'Preparer Name '	PREPARER NAME	Identifies the Legal name of the company submitting the payment on behalf of a client employer.
4	21-40	20		DISCRETIONARY	Refer to NACHA Standards.
5	41-50	10	***'0123456789'***	EMPLOYER ACH COMPANY ID	
6	51-53	3	'CCD'	TRANSACTION MNEMONIC	This entry will always be CCD.
7	54-63	10	'CTPL CNTRB'	ENTRY DESCRIPTION	This entry will always be CTPL CNTRB.
8	64-69	6	***'210331'***	DESCRIPTIVE DATE	Refer to NACHA Standards.
9	70-75	6	'YYMMDD'	EFFECTIVE ENTRY DATE	Refer to NACHA Standards.
10	76-78	3	' '	SETTLEMENT DATE	Refer to NACHA Standards.
11	79-79	1	'1'	ORIGINATOR STATUS	This entry is always 1, except for Federal Government Entities.
12	80-87	8	'05100001'	ORIGINATING DFI IDENTIFICATION	This entry is always 05100001.
13	88-94	7		Batch Number	Refer to NACHA Standards.

Within each batch, there will be one to many pairs of detail records and addendum records. If at any time there are two consecutive detail or addendum records within a batch, it will indicate an error condition and the current record pair will be rejected.

NACHA RECORD 6 – Entry Detail Record Layout Format

FLD	POS	SIZE	CONTENTS	DATA ELEMENT NAME	FIELD INSTRUCTIONS
1	1-1	1	'6'	RECORD TYPE CODE	This entry is always 6.
2	2-3	2	‘22’	TRANSACTION CODE	This entry is always 22. This code indicates whether the transaction is a debit or a credit and whether payment is coming from a checking or a savings account. The Bank has directed that this value will be fixed at 22.
3	4-11	8	'01190025'	RECEIVING BANK TRANSIT NUMBER	**Fields 3 and 4: Receiving bank transit number**. This nine-digit number identifies each bank. The first eight digits go in this field with the ninth going in the next field (Transit # Check Digit). The values given to CT Paid Leave by the bank are shown in the contents column.
4	12-12	1	'4'	RECEIVING BANK CHECK DIGIT	
5	13-29	17	***'00000385015954138'***	RECEIVING BANK ACCOUNT NUMBER	Identifies the bank to which EFT payments will be sent. The value given to CT Paid Leave by the bank are shown in the contents column.
6	30-39	10	'$$$$$$$$cc'	AMOUNT	The paid leave contribution amount to be posted to The CT Paid Leave Authority’s account. This 10-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
7	40-54	15	***'XXXXXXXXXXXXXXX'***	TAXPAYER ID NUMBER	An alphanumeric field that uniquely identifies the client employer on whose behalf the payment is being made. This should be the Federal Employer Identification Number, left justified with trailing spaces.
8	55-76	22	***'TESTCTPLCLIENT'***	TAXPAYER NAME	Identifies the Legal name of the client employer on whose behalf the payment is being made. ***Note:*** *This is different than the guidance*

FLD	POS	SIZE	CONTENTS	DATA ELEMENT NAME	FIELD INSTRUCTIONS
					for this field found in standard NACHA specifications.
9	77-78	2	‘ ‘	DISCRETIONARY DATA	This field should be filled with spaces since CT Paid Leave is not using it.
10	79-79	1	'1'	ADDENDA RECORD INDICATOR	Always insert a 1, as there will be an addendum record with this transaction.
11	80-94	15	NUMERIC	TRACE NUMBER	Number inserted by the originating/sending to trace the transaction through the system in case of error.

Each Detail Record will be followed by a single addendum record. The information on the addendum record is important to provide accurately and completely to ensure the proper accounts are credited with the proper payments.

NACHA RECORD 7 – Addenda Record Layout Format

FLD	POS	SIZE	CONTENTS	DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	7	RECORD TYPE CODE	This entry is always 7.
2	2-3	2	05	ADDENDA TYPE CODE	This entry is always 05.
3	4	1	*	FIELD SEPARATOR	This entry is always *.
4	5-14	10	99-1234567	PAYOR FEIN	Federal Employer Identification Number (FEIN) of the Company submitting the Payment. The dash is required.
5	15	1	*	FIELD SEPARATOR	This entry is always *.
6	16-25	10	88-1234567	EMPLOYER FEIN	FEIN of the Client Employer on whose behalf the payment is being made. The dash is required.
7	26	1	*	FIELD SEPARATOR	This entry is always *.
8	27-36	10	2021-03-31	QTR END DATE	Last day of the quarter this return covers. Formatting must be exactly as shown.
9	37	1	*	FIELD SEPARATOR	This entry is always *.
10	38-48	11	$$$$$$$$$cc	TOTAL QTR CONTRIBUTION FOR THIS EMPLOYER	Client Employer's quarterly contribution amount. This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
11	49	1	*	FIELD SEPARATOR	This entry is always *.
12	50-60	11	$$$$$$$$$cc	TOTAL QTR WAGES FOR EMPLOYER	Client Employer's total quarterly wages. This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
13	61-83	23		UNUSED	Must be a space
14*	84-87	4		SPC ADDENDA SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.
15*	88-94	7		ENTRY DETAIL SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.

CTX File Specification for Employers

Employers submit transactions identified as CTX on the Batch Header Record. The following sections outline the file specification for the NACHA Header Record 5, Detail Record 6 and Addendum Record 7.

NACHA RECORD 5 – Batch Header Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	**'5'**	RECORD TYPE CODE	This entry is always 5.
2	2-4	3	**'200'**	TRANSACTION CODE	This entry is always 200.
3	5-20	16	'Employer Name '	EMPLOYER NAME	Identifies the legal name of the company submitting the payment.
4	21-40	20		DISCRETIONARY	Refer to NACHA Standards.
5	41-50	10	*'0123456789'*	EMPLOYER ACH COMPANY ID	
6	51-53	3	**'CTX'**	TRANSACTION MNEMONIC	This entry is always CTX.
7	54-63	10	**'CTPL CNTRB'**	ENTRY DESCRIPTION	This entry is always CTPL CNTRB.
8	64-69	6	*'210331'*	DESCRIPTIVE DATE	Refer to NACHA Standards.
9	70-75	6	'YYMMDD'	EFFECTIVE ENTRY DATE	Refer to NACHA Standards.
10	76-78	3	' '	SETTLEMENT DATE	Refer to NACHA Standards.
11	79-79	1	**'1'**	ORIGINATOR STATUS	This entry is always 1, except for Federal Government Entities.
12	80-87	8	**'05100001'**	ORIGINATING DFI IDENTIFICATION	This entry is always 05100001.
13	88-94	7		BATCH NUMBER	Refer to NACHA Standards.

Within each batch, there may be one to many pairs of detail records and addendum records. If at any time there are two consecutive detail or addendum records within a batch, it will indicate an error condition and the current record pair will be rejected.

NACHA RECORD 6 – Entry Detail Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	**'6'**	RECORD TYPE CODE	This entry is always 6.
2	2-3	2	**'22'**	TRANSACTION CODE	This entry is always 22. This code indicates whether the transaction is a debit or a credit and whether payment is coming from a checking or a savings account. The Bank has directed that this value will be fixed at 22.
3	4-11	8	**'01190025'**	RECEIVING BANK TRANSIT NUMBER	**Fields 3 and 4: Receiving bank transit number**. This nine-digit number identifies each bank. The first eight digits go in this field with the ninth going in the next field (Transit # Check Digit). The values given to CT Paid Leave by the bank are shown in the contents column.
4	12-12	1	**'4'**	RECEIVING BANK CHECK DIGIT	
5	13-29	17	***'00000385015954138'***	RECEIVING BANK ACCOUNT NUMBER	Identifies the bank to which EFT payments will be sent. The value given to CT Paid Leave by the bank is shown in the contents column.
6	30-39	10	'$$$$$$$$cc'	AMOUNT	The paid leave contribution amount to be posted to The CT Paid Leave Authority's account. This 10-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
7	40-54	15	*'XXXXXXXXXXXXXXX'*	TAXPAYER ID NUMBER	An alphanumeric field that uniquely identifies the client employer on whose behalf the payment is being made. This should be the Federal Employer Identification Number, left justified with trailing spaces.
8	55-58	4	*'0001'*	NUMBER OF ADDENDUM RECORDS	This entry is always 0001. There will always be one addendum record per entry detail.
9	59-74	16	*'CT PAID LEAVE '*	RECIPIENT NAME	This entry is always CT PAID LEAVE

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
10	75-76	2	‘ ‘	RESERVED	This field should be filled with spaces since CT Paid Leave is not using it.
11	77-78	2	‘ ‘	DISCRETIONARY DATA	This field should be filled with spaces since CT Paid Leave is not using it.
12	79-79	1	'1'	ADDENDA RECORD INDICATOR	Always insert a 1, as there will be an addendum record with this transaction.
13	80-94	15		TRACE NUMBER	Number inserted by the originating/sending to trace the transaction through the system in case of error.

Each Detail Record will be followed by a single Addendum Record. The information on the addendum record is important to provide accurately and completely to ensure the proper accounts are credited with the proper payments.

NACHA RECORD 7 – Addenda Record Layout Format

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
1	1-1	1	7	RECORD TYPE CODE	This entry is always 7.
2	2-3	2	05	ADDENDA TYPE CODE	This entry is always 05.
3	4	1	*	FIELD SEPARATOR	This entry is always *.
4	5-14	10	99-1234567	EMPLOYER FEIN	Federal Employer Identification Number (FEIN) of the Company submitting the Payment. The dash is required.
5	15	1	*	FIELD SEPARATOR	This entry is always *.
6	16-25	10	2021-01-01	PAY PERIOD START DATE	First day of the pay period this contribution covers. CT Paid Leave recommends aligning payments to quarters. Formatting must be exactly as shown.
7	26	1	*	FIELD SEPARATOR	This entry is always *.
8	27-36	10	2021-03-31	PAY PERIOD END DATE	Last day of the pay period this contribution covers. CT Paid Leave recommends aligning payments to quarters. Formatting must be exactly as shown.
9	37	1	*	FIELD SEPARATOR	This entry is always *.
10	38-48	11	$$$$$$$$$cc	TOTAL CONTRIBUTION FOR THIS EMPLOYER	Employer's contribution amount for the identified pay period. This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
11	49	1	*	FIELD SEPARATOR	This entry is always *.
12	50-60	11	$$$$$$$$$cc	TOTAL WAGES FOR THIS EMPLOYER	Employer's wages for the identified pay period. "Total wages" means an employee's salary or hourly wages, vacation pay, holiday pay, tips, commissions, severance pay, etc. including the cash value of any "in-kind" payments. For employees subject to FICA, employers should exclude from the employees' wages any benefits that are excluded for the purposes of calculating the employee's FICA taxable wage.

FLD	POS	SIZE	CONTENTS	FIELD DESCRIPTION	FIELD INSTRUCTIONS
					For all employees--both those subject to FICA and those not subject to FICA, the wages subject to contributions are capped at the Social Security benefit and contribution base, meaning that no contributions shall be deducted from any wages earned in excess of that amount. This 11-digit number should be right justified and zero filled to the left. Do not insert a decimal point; the last two digits are assumed to be cents.
13	61-83	23		UNUSED	Must be a space
14*	84-87	4		SPC ADDENDA SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.
15*	88-94	7		ENTRY DETAIL SEQUENCE NUMBER	Follow ACH and Banking rules and procedures.

> Return Error & Warning Codes

The following error & warning codes are produced when processing external files and may be returned through Acknowledgement XML files.

Error Level

- E = If you receive an error, the submission was not accepted and will need to be reviewed before resubmitting.
- W = If you receive a warning, the submission was accepted, but the warning will give you information to resolve to prevent this issue on future amended returns.

Category-Code	ErrorCategory. Description	Sub-Category-Code	Sub-Category. Description	Error-Code	ErrorText	LongDescription	ErrorLevel
100	Data Validation	10	Mismatch Errors	001	FEIN Format Mismatch	FEIN format is invalid. Please ensure FEIN is in correct format: ##-#######	E
100	Data Validation	10	Mismatch Errors	002	Date Format Mismatch	Date format is invalid. Date must use YYYY-MM-DD format.	E
100	Data Validation	10	Mismatch Errors	003	Data Type Mismatch	Cannot match an input value to the expected data type.	E
100	Data Validation	10	Mismatch Errors	004	Payment Amount Mismatch	Employer payment does not match ACH amount.	E
100	Data Validation	10	Mismatch Errors	013	State Code Format Mismatch	State Code format is invalid. Value must be two alphabetical characters.	E
100	Data Validation	10	Mismatch Errors	14	Postal Code Format Mismatch	Postal Code format is invalid. Please ensure Postal Code is in correct format: XXXXX or XXXXX-XXXX	W
100	Data Validation	10	Mismatch Errors	015	Date/Time Format Mismatch	Date/Time format is invalid. Date/Time must use YYYY-MM-DDThh:mm:ss format.	E
100	Data Validation	10	Mismatch Errors	016	Data Format Mismatch	Dollar amount is required Dollar amount is invalid, value contained non-numeric value, amounts must use ####.## format.	E
100	Data Validation	10	Mismatch Errors	017	Amended Returns	Amended Return value is set to TRUE or is invalid in a Return File.	E

Category-Code	ErrorCategory. Description	Sub-Category-Code	Sub-Category. Description	Error-Code	ErrorText	LongDescription	ErrorLevel
100	Data Validation	10	Mismatch Errors	18	Street Address Size	Address Street is too large. Value must be a maximum of 40 characters. CT Paid Leave will truncate characters that exceed 40.	W
100	Data Validation	10	Size Errors	19	City Size	City value is too large. Value must be a maximum of 25 characters. CT Paid Leave truncates values exceeding 25 characters.	W
100	Data Validation	10	Size Errors	20	State Size	State value is too large. Value must be a maximum of 2 characters. CT Paid Leave truncates values exceeding 2 characters.	W
100	Data Validation	10	Size Errors	21	Postal Code Size	Postal Code Value is too large. Value must be a maximum of 10 characters. CT Paid Leave truncates values exceeding 10 characters.	W
100	Data Validation	10	Mismatch Errors	22	Pay Cycle Size	Pay Cycle value is too large. Value Must be a maximum of 25 characters. CT Paid Leave truncates values exceeding 25 characters.	W
100	Data Validation	10	Mismatch Errors	023	Amended Returns	Amended Return value must be set to TRUE for all Amended Returns files.	E
100	Data Validation	10	Mismatch Errors	026	Data Value Mismatch	Data must be a valid positive number.	E
100	Data Validation	10	Mismatch Errors	027	Data Value Mismatch	Reporting Quarter must be a number between 1 and 4.	E
100	Data Validation	10	Mismatch Errors	031	DateYouFirstHadCTWorkers Format Mismatch	DateYouFirstHadCTWorkers field date or format is invalid. Date must use YYYY-MM-DD format.	E
100	Data Validation	10	Size Errors	35	EmplyrContactFName Size	EmplyrContactFName value is too large. Value Must be a maximum of 40 characters. CT Paid Leave will truncate all characters that exceed 40 characters.	W

Category-Code	ErrorCategory. Description	Sub-Category-Code	Sub-Category. Description	Error-Code	ErrorText	LongDescription	ErrorLevel
100	Data Validation	10	Size Errors	36	Value Exceeds Field Size	[Field Name] value is too large. Value Must be a maximum of 80 characters. CT Paid Leave will truncate all characters that exceed 80 characters.	W
100	Data Validation	10	Mismatch Errors	037	Email Format	[FieldName] is not a proper email format.	E
100	Data Validation	10	Mismatch Errors	038	EmplyrContactRole Data Value Mismatch	EmplyrContactRole value provided must be one of the following: • Owner Authorized Company Representative • Benefits Coordinator • Payroll Coordinator • Owner • Partner • Stakeholder • Other • TPA / Tax Accountant	E
100	Data Validation	11	Other Validations	005	Required Field Missing	Missing values in required data field	E
100	Data Validation	11	Other Validations	06	Duplicate Data	Duplicate record found. Either delete the duplicate record or modify the data to make it unique.	W
100	Data Validation	11	Other Validations	07	Field is Null	Data field is null.	W
100	Data Validation	11	Other Validations	008	Fields will be required starting April 1, 2023	Beginning April 1, 2023, the Reporting Quarter, Reporting Year, Full Quarter, CT Employee Count, CT Gross Wages and CT Gross Wages Employee Count fields will be required. Please use this warning to make corrections to your future files only. This record was processed and you do not need to upload it again.	W
100	Data Validation	11	Other Validations	025	Relationship Date	Relationship End date is prior to the Relationship Start Date	E

Category-Code	ErrorCategory. Description	Sub-Category-Code	Sub-Category. Description	Error-Code	ErrorText	LongDescription	ErrorLevel
100	Data Validation	11	Other Validations - File Error	026	Tax Period Dates	TaxPeriodEndDate Date is prior to the TaxPeriodStartDate	E
100	Data Validation	11	Other Validations - File Error	027	Tax Period Dates	The date span between the TaxPeriodStartDate and the TaxPeriodEndDate cannot exceed 92 days	E
100	Data Validation	11	Other Validations	029	Invalid Reporting Quarter and Reporting Year Combination	Reporting Year must be no more than 3 years prior to current Quarter and Year and no greater than the current year.	E
100	Data Validation	11	Other Validations	030	Total Contributions Due and Total Wages This Period Mismatch	For either Total Contributions Due or Total Wages This Period to be $0.00, the other value must also be $0.00.	E
100	Data Validation	11	Other Validations	033	Required Fields Missing	Missing required field(s): [dynamically insert each required field that is missing]	E
200	Processing Error	11	Other Validations	015	Maximum number of errors exceeded	More than 100 errors were encountered while processing. Review your ack file for more detail.	E
200	Processing Error	12	File Errors	008	Incorrect File Type	Input file type was invalid. Expected XML or CSV.	E
200	Processing Error	12	File Errors	009	File Errors	Unable to read file. Please review the toolkit: https://drive.google.com/file/d/1Q1c9I6Cs9PP-h7hTW7BJIdU9QP93XU2M/view	E
200	Processing Error	12	File Errors	10	Versioning Error	Did not process file because newer version was available.	W
200	Processing Error	12	File Errors	011	Unspecified File	File did not meet specified naming method or type.	E
200	Processing Error	12	File Errors	024	Amended Returns	Original Invoice not found.	E
200	Processing Error	12	File Errors	042	Exceeds Max File Size	File must be less than 5MB to be processed.	E
200	Processing Error	13	File Location Errors	011	Directory Structure	File not found in expected SFTP folder. Unable to move file due to directory structure.	E

Category-Code	ErrorCategory. Description	Sub-Category-Code	Sub-Category. Description	Error-Code	ErrorText	LongDescription	ErrorLevel
200	Processing Error	13	File Location Errors	012	Invalid File Name	File name did not meet predefined format, please ensure the naming conditions are met. **If the file is a Return file, the error message is:** "File does not match naming convention for Return Files. Example Return File Name: 'CTPL_RTN_426092234_00_20210112152238' where 426092234 is your FEIN, 00 is your revision number, and 20210112152238 is a date/time stamp. Must be in CSV or XML format. Review the toolkit: File_Specification_Toolkit.pdf " **If the file is an Enrollment File, the error message is:** "CTPL_ENR_426092234_00_20210112152238' where 426092234 is your FEIN, 00 is your revision number, and 20210112152238 is a date/time stamp. Must be in CSV or XML format. Review the toolkit: File_Specification_Toolkit.pdf " **Otherwise, the error message is:** "Unknown file type or name. File Type must be CSV or XML. For Return files use name format 'CTPL_RTN_426092234_00_20210112152238'. For Enrollment Files use name format 'CTPL_ENR_426092234_00_20210112152238', with your FEIN, revision number, and datetime stamp. Review the toolkit: File_Specification_Toolkit.pdf "	E
200	Processing Error	14	System Errors	039	Connectivity Issues	There were connectivity issues when trying to process your file, please upload the file again.	E

> Versioning

Version #	Author of Changes	Revision Date	Reasons/changes made
V0.12.1	Tom Loveland	1/14/2021	Added
V0.12.2	Tom Loveland	1/14/2021	Column TotalContributionsDue occurred twice. Renamed first instance to ReturnTotalContributionsDue
V0.12.3	Katrina Reali-Corso	2/19/2021	Added this new section.
V0.13.1	Tom Loveland	2/10/2021	Optionality corrected for several non-required attributes.
V1.0.0	Tom Loveland	3/25/2021	Add Error Codes. Multiplicity fix to Ack
V1.0.1	Katrina Reali-Corso	4/27/2021	Adjust bank aba#
V1.0.2	Tom Loveland	5/18/2021	Improve Content based on 1 Qtr findings
V1.0.3	Tom Loveland	5/24/2021	Documentation Only
V1.1.0	Stephanie Decker	Oct 2022	Updates to the Return File Spec Updates to the NACHA File Spec
V1.1.1	Stephanie Decker	Nov 2022	Updated Error and Warning long descriptions
V1.1.2	Stephanie Decker	Dec 2022	Extension to when new fields will be required Corrected CSV Return file specif at the TPA level where TotalContributionsDue needs to be ReturnTotalContributionsDue
V1.1.3	Stephanie Decker	Feb 2022	Corrected spec for Return CSV file format. The field should be “CTGrossWagesEmployeeCount” not “CTGrossWageEmployeeCount”
V2.0	Stephanie Decker	Aug 2023	Revised to remove process related information that is on the website
V2.0.1	Stephanie Decker	2/13/2024	Updated error code 10010013 for State field validation
V2.0.2	Stephanie Decker	3/7/2024	Clarification to the description for the error code update
V2.1	Stephanie Decker	4/11/2024	Clarification to the State TaxpayerID value in ENR, RTN, and ART Removal of Employee records from RTN and ART Update to include “Multiple Pay Cycles” as a valid option for PayCycle on RTN and ART Updates to max file size and maximum count of records in a single RTN or ART